



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM

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Memorandum

To: Service Directorate

From: **Acting** Assistant Director - Business Management and Operations

Robert D. Ashurst

Subject: Updated Travel Procedures to Comply with Congressional Reporting and On-going Audits

The Service has recently been engaged in a number of audits reviewing the Service's travel policies and activities. These audits include the on-going KPMG audit as well as the recent review initiated by the Office of the Inspector General focusing on foreign travel. The Service is also required to provide Congress with a report on temporary duty travel on a quarterly basis beginning with Fiscal Year (FY) 2004. In the course of responding to requests for information relating to trip-by-trip information, the Service has recognized the need to improve certain procedures. These improvements will strengthen the accuracy of travel and trip related information and will facilitate the process of producing travel data for audit requests.

The Service will implement the following supplemental procedures on a go-forward basis in FY 2004:

- **Limited Open Travel Authorization (LOTA):**

- A LOTA should be submitted for each traveler at the beginning of each fiscal year.
- For infrequent travelers (travel less than 2 times per fiscal year), or first time travelers, the LOTA should be attached to the first travel voucher submitted for processing in each fiscal year.
- The National Business Center (NBC) will enter into the "FFS VEND Table" the following statement: "TA on file for FY 2004" as a reference point.
- The NBC will notify the appropriate Regional Budget and Finance Officer of travel vouchers submitted for processing without the appropriate travel authorization on file.

- **Trip-by-Trip Authorizations:**

- Trip-by-Trip authorizations are required for the following types of travel:
 - Conference;
 - International;
 - Travel received from a Non-Federal Source (Donated travel);
 - Training related travel; and
 - Travel by Volunteers (Invitational travel).
- Trip-by-Trip authorizations are required to be attached to each travel voucher.

- For an extended assignment, the Document Control Number assigned to the travel authorization must be identified on every travel voucher followed by a sequential letter of the alphabet (Refer to 265 FWS 10.3).
- **Travel Purpose Codes:**
 - The Federal Travel Regulations require purpose codes to identify the types of travel performed. FFS is constructed to allow for the recording and consequent reporting of this purpose information.
 - The purpose code should be noted in the Purpose and Remarks section on **all** trip-by-trip Travel Authorizations (TA) and in the Accounting Section on **all** Travel Vouchers (TV). The two should agree, if not, an amendment to the TA is required.
 - The purpose codes are as follows:

• Award	A
• Conference attendance	C
• Entitlement travel	E
• Emergency travel	G
• Information Meeting	I
• Special Mission travel	M
• Other travel	O
• Speech or Presentation	P
• Relocation	R
• Site Visit	S
• Training Attendance	T

Your cooperation in adhering to these procedures will help strengthen compliance with Departmental policy and facilitate providing accurate data to travel-related audit inquiries. If you require additional information, please contact Ms. Sheila Dade at (703) 358-2050.